

**MINUTES OF REGULAR MEETING OF THE
PRINCETON MUNICIPAL AIRPORT ADVISORY BOARD
MONDAY, AUGUST 1, 2022**

MEMBERS PRESENT: Gene Stoeckel, Jack Edmonds, John Sautter

MEMBERS ABSENT: Troy Minske, Jason Erickson

OTHERS PRESENT: Michele McPherson, City Administrator; Thom Walker, Mayor, John Glesne, KLJ Engineering

Via Teams for the Capital Improvement Budget meeting scheduled from 4:30 to 5:30 pm prior to the regular meeting:

From MN Department of Transportation, Aeronautics – Dan Boemer, John Fleming

From Federal Aviation Administration – Peter Kelly Gina Mitchell, Melissa Jenny

From KLJ Engineering – Carter Cady, Shane Steiner

Glesne provided an overview of the projects recently completed, namely the reconstruction of both the runway and taxiway. He noted that the City is currently waiting for word on the grant agreement for the beacon replacement and ALP study. He stated that the award announcement should happen in late August, early September. KLJ hopes to get the field studies completed this fall.

Glesne then reviewed the draft CIP included in the agenda. The following projects have been identified for calendar year 2023:

1. AWOS relocation, environmental and design
2. Replacement of the airport tractor, blower and mower

Mitchell stated that she would like the budget to reflect more detail and specificity in regards to projects. Specifically, she would like to see the design separated from the construction components of the AWOS relocation project. This will allow the FAA to better determine what is able to be funded under the rule.

There was discussion regarding the tractor replacement. MNDOT has limited funds when it comes to replacement of equipment. A strong case will need to be made as to the necessity of this item in order to get it on the list for funding. It was questioned as to whether just the tractor could be replaced but not the attachments. *Note: per the Public Works Director, this model of tractor is no longer being made therefore the attachments will not work on a new tractor.*

For calendar year 2024, the following project have been identified:

1. AWOS relocation, land acquisition and construction
2. Expand DNR apron, design

The second item is dependent on the DNR obtaining funding through a bonding bill. There is work to be completed near the DNR landing area, but it can continue to be moved to out years if funding is not available.

Projects in calendar years 2025 and 2026 include the design of additional hangar infrastructure, the start of crack sealing the new pavement, and possible construction of the DNR hangar area depending on funding availability.

The FAA noted that going forward, the CIP will need to identify specific pavement segments for funding purposes. They also noted that funding for hangar development is almost nonexistent, and they are not funding wildlife fences at GA airports.

Those present found the CIP budget to be complete and that no projects were overlooked.

CALL TO ORDER/PLEDGE OF ALLEGIANCE:

Chair Stoeckel called the meeting to order at 5:33 pm and lead those present in the Pledge of Allegiance.

AGENDA ADDITIONS/DELETIONS:

There were no additions or deletions and the agenda was accepted by consensus.

APPROVAL OF JUNE 6, 2022 MEETING MINUTES:

Motion by Sautter, seconded by Edmunds to approve the June 6, 2022 meeting minutes as presented. Motion carried.

OLD BUSINESS:

Kruse Access Agreement – no new information was provided

Flight Service Station – no new information was provided

NEW BUSINESS:

Engineer's Report:

The written report included updates on:

- There was no change in status of the runway reconstruct (design) closeout report submitted in January. This contract must be closed out by September 30, 2022.
- Waiting on MNDOT's review of the runway reconstruct (construction) closeout report before collecting the needed final signatures.
- Taxiway reconstruction – the final inspection was completed on July 7 with no outstanding items. The grass does need to be monitored for growth. The draft closeout report has been prepared.
- No work has been done on the Beacon replacement. All of the preliminary work and paperwork has been completed in anticipation of the grant award (now late August).

- Work is also delayed on the targeted planning study and ALP update until the grant is awarded.

Edmunds questioned the wildlife fence that was in the CIP. He noted that the Cambridge Airport has a new fence; it is quite simple and reminds him of a taller livestock fence.

Glesne noted that the fence design will be determined by the type of wildlife, the site conditions and other factors. He stated that there will need to be detailed study performed prior to the design of the fence.

Manager's Report:

McPherson reviewed the items in the written manager's report:

- 21st Avenue project is completed.
- The 5010 Inspection report was received and is attached for the Board's information. Many of the necessary corrections were started prior to the review with MNDOT. Some of the corrections required additional location information from MNDOT to address.
- Finance Director position is still open, as well as the Community Development Manager. The City's audit was positive and a copy of the Airport financial statement was included in the report for the Board's information.
- The plan is to have the Joint Planning Board start its work in September.
- The City's hangar was sold to Larry Doose for \$4,100.
- Year to date (through June 30, 2022) was provided.
- The first quarterly FAA newsletter was provided for information.

McPherson noted that Erickson raised the issue of dogs on the airport and using it as a dog park. She stated that there could be signage added to the entrance to the airport, but also observed that there are a number of hangar owners/renters that allow their dogs to run off-leash. She and Public Works Director Gerold have personally observed this activity.

Sautter noted that the plane inventory provided by MNDOT as part of the 5010 Inspection does not appear to be current or accurate. He inquired as to how this could be updated without adding additional staff time. McPherson stated that staff could include an inventory form along with the lease renewals.

ADJOURNMENT:

Motion by Sautter, seconded by Edmunds to adjourn. Motion carried and the meeting adjourned at 6:21 pm.

Respectfully submitted,

Michele McPherson

Michele McPherson
City Administrator/Airport Manager